



UNITED STATES MARINE CORPS  
MARINE CORPS AIR GROUND COMBAT CENTER  
TWENTYNINE PALMS, CALIFORNIA 92278-5000

CCO 12511.1D  
201-133  
2 Nov 92

COMBAT CENTER ORDER 12511.1D

From: Commanding General  
To: Distribution List

Subj: PROCESSING OF CIVIL SERVICE POSITION/JOB DESCRIPTIONS

Ref: (a) FPM 511 (NOTAL)  
(b) CPI 511 (NOTAL)  
(c) FPM Supplement 532-1 (NOTAL)  
(d) CPI 532-1 (NOTAL)  
(e) SECNAVINST 12510.9 (NOTAL)  
(f) MCO 12510.2C (NOTAL)  
(g) MCO 12312.1 (NOTAL)

Encl: (1) Optional Form 8 (OF-8), Position Description (MCAGCC Overprint)  
(2) Instructions for Preparing Descriptions of Non-supervisory GS Positions (Factor Evaluation System (FES) Format)  
(3) Instructions for Preparing Descriptions of Supervisory GS Positions  
(4) Instructions for Preparing Job Descriptions of Non-supervisory Wage Grade Positions  
(5) Instructions for Preparing Descriptions of Supervisory Wage Grade Positions

1. Purpose. To delegate authority, assign responsibility, and establish procedures for the submission and classification of General Schedule (GS) position descriptions and Federal Wage System (Wage Grade) job descriptions per the references.

2. Cancellation. CCO 12511.1C.

3. Background

a. The GS classification system is a comprehensive, orderly procedure for defining positions by occupational group, series, and class according to similarities and differences in duties, responsibilities and qualification requirements. Individual positions shall be placed in classes in compliance with Office of Personnel Management (OPM) standards. The system is described in detail in references (a) and (b).

b. The Wage Grade System is based upon two principles:

(1) That wages shall be fixed and adjusted from time to time consistent with the public interest and following prevailing rates; and

(2) That there shall be equal pay for substantially equal work; and pay distinctions shall be maintained in keeping with work distinctions. Wage rates for individual jobs under the system are determined on the basis of the grades of the jobs established by the use of job grading standards and other guidelines issued by the OPM and the Department of the Navy. System details are contained in reference (c).

c. The Human Resources Office (HRO) maintains the references for use by authorized personnel, and also provides mandatory and optional training in this application for supervisors. Additionally, briefing sessions are provided periodically for non-supervisory personnel.

d. Organizations with Managing to Payroll authority will maintain their own set of OPM Classification Standards.

#### 4. Delegation of Authority

a. The Department of the Navy has delegated to the Commandant of the Marine Corps, for further delegation to commanding officers of Marine Corps activities, the authority to classify GS positions and to implement job grading actions for all wage grade positions not excepted by reference (d). Authority for these actions is delegated to the Commanding General of the Combat Center by reference (e).

b. Authority to classify GS positions per references (e) and (f) is hereby redelegated to the Human Resources Officer, the Position Classification Officer, the Commanding Officer, Marine Corps Communication and Electronics School (MCCES), and the Director, Installations and Logistics Directorate (I&L). The Commanding Officer, MCCES, and the Director, I&L, will be guided by reference (f). Local classification authority extends through GS/GM-15 for all local GS positions.

c. Authority to effect job grading actions for wage grade positions per reference (e) is hereby redelegated to the HRO, the Position Classification Officer, the Commanding Officer, MCCES, and the Director of I&L. This authority extends to all wage positions.

d. This authority carries with it the responsibility to establish programs, to take classification actions per the applicable standards and instructions, and to take job grading action promptly and per the applicable laws, regulations, and job grading standards.

#### 5. Assignment of Responsibility

a. Supervisors. Military and civilian supervisors are responsible for:

(1) Training subordinate supervisors in the skills and knowledge required by the assignment of subordinate civilian personnel.

(2) Frequently reviewing subordinate positions to maximize production and manpower utilization by taking advantage of available skills and abilities, eliminating unnecessary work, and assigning duties and responsibilities to civilian positions per position management practices as outlined in reference (g).

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(3) Ensuring that no duplication of supervisory or administrative duties exists.

(4) Writing and maintaining accurate and current position/job descriptions (PD's), submitting redescrptions, amendments or revisions as mission, organizational, or regulatory requirements dictate, and certifying the Optional Form 8 (OF-8) (See enclosure (1)).

(5) Furnishing organization charts, functional statements, and personnel listings when requested by the Position Classification Officer to meet required evaluation standards.

(6) Expediting the accomplishment of periodic position reviews as required by higher authority. Periodic position reviews are required annually during performance evaluation periods and for newly vacated positions.

(7) Ensuring that all employees are provided copies of their PD's, are aware of their duties and responsibilities, and are notified when changes occur.

(8) Keeping employees informed regarding procedures and appeal rights.

(9) Reviewing PD's for accuracy when initiating personnel actions and employee annual performance evaluations.

(10) Writing abbreviated PD's for military positions under their supervision and for all military personnel who supervise civilian employees.

b. Employees. Employees are responsible for helping to maintain accurate and current PD's by bringing to the attention of their supervisor any major changes in duties or responsibilities which occur.

c. Position Classification Officer. The Position Classification Officer is responsible for providing position/job evaluations and for providing technical and administrative advice and assistance to managers and supervisors by:

(1) Providing or assisting in the training and briefing of classification and grading principles, policies, and procedures.

(2) Discussing various aspects of classification and wage matters which are of specific individual concern with management officials and employees.

(3) Reviewing drafts of PD's for completeness and clarity. Reviews will include position management issues such as proper work distribution, excessive supervisory layering, duplication of duties, appropriateness or validity of duties, proper organizational location, excessively inflated responsibilities and duties, and repeated submission of PD's in order to obtain grade increases.

(4) Working with managers on position management issues such as possible alternative position grades or series in order to better accommodate position management goals.

(5) Providing advisory assistance to the Commanding Officer of MCCES, and the Director of I&L, or their designated representatives, on classification issues. This may include technical and administrative advice such as the classification of positions and structuring positions to best meet mission and fiscal requirements or constraints.

(6) Ensuring that organizations under managing to payroll comply with all position classification rules and regulations by reviewing all positions classified or graded by these organizations. Bring to the attention of the Commanding Officer, MCCES and the Director, I&L, any PD's that are misclassified or graded.

#### 6. PD Modifications and Changes

a. The submission of a redescribed, amended, or modified PD is justifiable only under the following conditions:

(1) When a change in mission requires the addition or deletion of duties and/or responsibilities;

(2) When a change in governing regulations or directives requires the addition or deletion of duties and responsibilities;

(3) When a proposed unit reorganization will achieve increased efficiency and effectiveness by redistributing duties or responsibilities;

(4) When a position is vacated and changing the scope of the duties and responsibilities of that position will result in greater effectiveness and efficiency; or,

(5) When updating an old PD (at least one year from last classification action) that results in no significant change to the functions of the position's duties and responsibilities. Significant changes to duties and responsibilities must meet the above criteria and require detailed justification specified in 6.b. below.

b. The submission of redescrptions, amendments, or modifications to PD's resulting from the above actions must be accompanied by a narrative justification. The justification must fully substantiate the proposed change(s), and will indicate the source of the mission change and/or applicable regulations or directives germane to the change. The submission must include a new or revised organizational chart which clearly delineates the proposed changes in relation to the current organization. Redescrptions, amendments, or modifications will be processed per paragraph 7, below. Those PD's submitted without the required justification and which do not meet the above criteria will be returned to the originator with no action taken.

#### c. Amendments

(1) Amending PD's should be considered prior to writing a new PD. An amendment describes only the changes involved, with reference to specific paragraphs of the basic PD. An amendment should be used when no more than one page is

required to list and explain the changes. However, a PD may not be amended more than twice, nor may an amendment be used if it changes the grade level of the position/job. Additionally, supervisory/leader duties may not be added via an amendment.

(2) Amendments are submitted via an OF-8 and will be annotated in block 2, "Reason for Submission," as "Amendment #1 (#2) to PD# (enter PD number)." (see enclosure (1)). If the amendment is small, it may be typed in block 24, "Remarks." If the amendment is lengthy, then the changes shall be listed on a single page and attached to the OF-8.

d. Identical and Nearly Identical Positions

(1) When there is a requirement for one or more additional non-supervisory positions which are identical to one which has already been validated, adequately described, and classified/graded, an additional PD is not required to establish the additional position(s). If proper authorization has been obtained to establish the additional position(s), a completed Request for Personnel Action (SF-52) is all that is required by the HRO to recruit for the additional position(s). The PD number, title, series, and grade should be entered in blocks 15 and 16 of the SF-52. This procedure is normally used when a T/O line number requires more than one position.

(2) Statement of Difference

(a) When one or more non-supervisory positions/jobs in an organization are substantially similar but not identical to each other, full descriptions need not be prepared. Instead, a Statement of Difference may be submitted using the OF-8 and an attached sheet outlining the differences, i.e. supervisory chain, physical location, different equipment, etc. Any differences between "similar" positions must not exceed one type written page. If the differences are few, block 24 may be used to outline them. In block 2 of the OF-8, indicate the base-line PD number, i.e., "Statement of Difference to PD# (enter PD number)." The OF-8 will be submitted to the HRO.

(b) When recruiting for a position that is below the full performance level and no PD exists at the lower level, a Statement of Difference may be submitted as described in paragraph 6d(2) above. The paragraph below contains a sample "Statement of Difference" which can be entered in block 24 of the OF-8.

"This position performs duties similar to those described in position description PD# (enter PD number) except that the incumbent works under a closer degree of supervision, receiving more detailed instructions relative to the performance of new, unusual, or more complex assignments. This position has promotional potential to the (title, series, grade of next higher position) grade level as described in PD# (enter PD number))."

7. Processing PD's

a. Effective position classification/job grading depends on the information in the PD, information obtained from organization charts and related documents, and information obtained through work audits. Descriptions must be comprehensive, clear, currently accurate, and concise in order to meet OPM and Department of the

Navy standards of adequacy. When writing PD's, it is essential to adhere to facts regarding the position. Cognizant line management is responsible for deciding what the duties and responsibilities of each position/job shall be, within the limits of authorized organization and functional statements. PD's will not be written to achieve a predetermined grade level; rather they should accurately describe a specific set of duties necessary to accomplish a given job.

b. To ensure proper credit is given, the percentage of time spent on each major duty should be annotated in the right margin of each duty paragraph. Duties which entail less than 10 percent of the incumbent's time need not be included in the PD unless the accumulation of several are equal to or exceed 10 percent. If this is the case, combine these smaller duties into one paragraph or section.

c. Guidelines for the preparation of GS PD's are contained in enclosures (2) and (3). Enclosure (2) will be used for GS non-supervisory positions. Enclosures (2) and (3) should be used for GS supervisory positions. For GS supervisory positions, the percentage of the total work time spent performing supervisory or closely-related work must be indicated in the PD.

d. Guidelines for preparing wage grade PD's are contained in enclosures (4) and (5). Enclosure (4) will be used for non-supervisory wage grade positions. Enclosure (5) will be used for supervisory positions.

e. Those positions which have military supervisors must be accompanied by an abbreviated billet description (BD) of the military supervisor. In addition, positions having full supervisory authority (administrative and technical) over military positions will be accompanied by an abbreviated BD for those military positions supervised by the proposed supervisory PD.

f. The following procedures will be used for all new PD's, redesignations, and amendments submitted by other than MCCES and I&L personnel:

(1) The proposed PD, a completed OF-8, and the narrative justification as described in paragraph 6b above, shall be sent to the Position Management and Classification Section, HRO, for validation and classification.

(2) The Position Classification Officer will:

(a) Determine the validity of the duties, responsibilities, and organizational location of the proposed position per reference (g). Changes to the PD resulting from the validation process will be coordinated with the submitting official.

(b) Review the PD to ensure that it meets prescribed standards of adequacy, further clarifying, simplifying, or elaborating as required. The title, series, and grade of the PD will be determined by the Position Classification Officer per appropriate classification standards. The OF-8 will then be completed and signed by the Position Classification Officer.

(3) Once the classification process is complete, a copy of the completed PD will be returned to the initiating organization for retention (reference and inspection purposes). The initiating organization is responsible for providing copies of PD's to employees. The original will be maintained by the Position Classification Officer.

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g. Personnel within MCCES and I&L will submit PD's to their appropriate staff section for validation and classification per their organizational procedures.

h. The original and two copies of PD's classified by MCCES and I&L will be sent to the Position Classification Officer, along with the classification evaluation and the original OF-8 signed by an official with classification authority. The Position Classification Officer will review these PD's for proper classification. Having reviewed and verified them, the Position Classification Officer will complete appropriate coding of the OF-8 as required by OPM and make distribution as stated in paragraph 7f(3), above.

8. Procedure for the Periodic Review of Positions. All PD's must undergo annual review for accuracy and appropriateness during the annual performance appraisal period. The employee and supervisor will jointly review the official PD for accuracy and will resolve any differences over duties described therein. At this time, the supervisor must either certify that the PD is accurate, or make appropriate changes by initiating classification action.

9. Vacant Positions. When a position becomes vacant, the respective PD will be carefully reviewed by the supervisor for validity and accuracy to ensure that it meets current needs before recruitment action is requested.

10. Effecting Classification Actions. When an employee occupies a position which has been changed by a classification/grading action taken by local authority, Headquarters Marine Corps or the Department of the Navy, the resulting personnel action must be effected not later than the beginning of the fourth pay period following the date of the classification/grading action. When such action is OPM directed, the personnel action must be effected not later than the beginning of the fourth pay period following receipt of said notification, unless a later date is specified in the certificate, or a further delay is authorized.

11. Appeals. Employees may appeal the classification of their PD at any time. The Position Classification Officer, HRO, will provide information and assist with procedural details for such appeals. Management may not appeal the classification of those PD's under their cognizance. Appeal rights are for the incumbent of a position only.

12. Action

a. Military or civilian supervisors of Civil Service employees will be familiar with the instructions contained herein and apply them appropriately. Supervisors will advise affected employees of their responsibilities under this Order. Assistance may be obtained by contacting the Position Classification Officer, HRO.

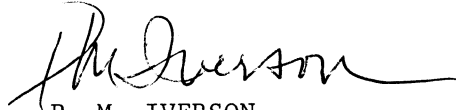
b. Officials who certify PD's must understand that signing an OF-8 is tantamount to signing a public voucher; the signed document authorizes the expenditure of public monies. Any supervisor or employee who certifies a PD as current and accurate when they know that such is not the case, is participating in the falsification of a government document. Additionally, such action may lead to the misallocation of public funds. Such falsification may constitute grounds for disciplinary and/or legal action.

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13. Summary of Revision. The revisions to this Order are significant enough to require reading in its entirety. The revision provides updated and additional information, instructions, processes, enclosures, and reference.

14. Applicability. This Order is applicable to all Combat Center units employing Civil Service personnel. This Order also applies to all Combat Center tenant units serviced by the HRO.

A handwritten signature in cursive script, appearing to read "P. M. Iversen", with a long horizontal flourish extending to the right.

P. M. IVERSON  
Chief of Staff

DISTRIBUTION: A-1 plus HRO (50)



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## OPTIONAL FORM 8 (OF-8), POSITION DESCRIPTION (MCAGCC OVERPRINT)

POSITION DESCRIPTION (Please Read Instructions on the Back)										1 Agency Position No.	
2 Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other			3 Service <input type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4 Employing Office Location			5 Duty Station		6 OPM Certification No.	
7 Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt			8 Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests			9 Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No			10 Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		
11 Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither			12 Sensitivity <input type="checkbox"/> 1-Non Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive			13 Competitive Level Code			14 Agency Use		
15 Classified/Graded by a U.S. Office of Personnel Management b Department, Agency or Establishment c Second Level Review d First Level Review e Recommended by Supervisor or Initiating Office			Official Title of Position			Pay Plan		Occupational Code		Grade	
16 Organizational Title of Position (if different from official title) DEPT OF THE NAVY - U. S. MARINE CORPS			17 Name of Employee (if vacant, specify)			Initials		Date			
18 Department, Agency, or Establishment MARINE CORPS AIR GROUND COMBAT CENTER			c. Third Subdivision			d. Fourth Subdivision			e. Fifth Subdivision		
19 Employee Review—This is an accurate description of the major duties and responsibilities of my position.			Signature of Employee (optional)								
20 Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.											
a Typed Name and Title of Immediate Supervisor						b Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature _____ Date _____						Signature _____ Date _____					
21 Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22 Position Classification Standards Used in Classifying/Grading Position					
Typed Name and Title of Official Taking Action						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature _____ Date _____											
23 Position Review		Initials		Date		Initials		Date		Initials	
a. Employee (optional)											
b. Supervisor											
c. Classifier											
24 Remarks											
<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%; margin-right: 10px;"></div> <div>- Completed by submitting supervisor/manager.</div> </div> <div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%; margin-right: 10px;"></div> <div>- Completed by Classification Officer</div> </div>											
25 Description of Major Duties and Responsibilities (See Attached)											

ENCLOSURE (1)

INSTRUCTIONS FOR PREPARING DESCRIPTIONS OF NON-SUPERVISORY  
GS POSITIONS (FACTOR EVALUATION SYSTEM (FES) FORMAT)

A PD should have enough information for carrying out personnel activities such as classifying the position; deciding whether or not it is exempt or nonexempt from the Fair Labor Standards Act; and determine the factors important for recruitment. For classification under the Factor Evaluation System (FES), a PD must be in the FES format outlined below. There are still some classification standards that use the old narrative format. However, it is requested and recommended that all GS PD's be written in the FES format.

A. INTRODUCTION. A short description of the organizational location and primary purpose of the position.

B. MAJOR DUTIES

The duties section of the PD should give answer the question, "What does the employee do in this position?" It should briefly describe the major duties performed in plain, clear language. Duties may be listed in order of their importance or in the sequence in which they occur. You may group related duties according to function. Include percentages of time spent on major duties involving distinctly different kinds or levels of work. Use active verbs in your description. If incidental duties are described, explain how often they occur.

C. FACTORS. The description of the major duties and the evaluation factors should complement each other. Information under major duties is often expanded upon in describing the factors. Statements made in the factor descriptions must be related to (supported by) the major duties. When a position has two or more distinctly different kinds or levels of work, each must be evaluated separately. Therefore, in describing the factors for these mixed-grade and/or mixed-occupation positions, it is essential that significant differences in the factors relating to different kinds or levels of work be made clear. The nine factors are listed below:

FACTOR 1: Knowledge Required by the Position. Kind or nature of knowledge and skills needed and how these knowledge and skills are used in doing the work.

FACTOR 2: Supervisory Controls. How the work is assigned to the employee, the employee's responsibility for carrying out the work, and how the work is reviewed.

FACTOR 3: Guidelines. The nature of guidelines available to the employee for performance of work, and judgment needed to apply the guidelines or develop new guides.

FACTOR 4: Complexity. Nature of the assignments, difficulty in identifying what needs to be done, and difficulty and originality involved in performing the work.

FACTOR 5: Scope and Effect. Purpose of the work and impact of the work product or service.

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FACTOR 6: Personal Contacts. People and conditions under which contacts are made (except supervisor).

FACTOR 7: Purpose of Contacts. Reasons for contacts in Factor 6; skill needed to accomplish work through person-to-person activities.

FACTOR 8: Physical Demands. The nature, frequency, and intensity of any physical activity.

FACTOR 9: Work Environment. The risks and discomforts imposed by physical surroundings and the safety precautions necessary to avoid accidents of discomfort.

ENCLOSURE (2)

## INSTRUCTIONS FOR PREPARING DESCRIPTIONS OF SUPERVISORY GS POSITIONS

Each description of a supervisory position must contain sufficient information in such detail as will allow systematic analysis of duties, responsibilities, and qualification requirements. A false assumption is often made that each succeeding organizational layer of supervision automatically warrants an additional grade level. Grade level differences between supervisory positions at different organizational levels can be justified only by reference to actual and substantial differences in difficulty and responsibility. These differences must be documented. Therefore, the following information, in addition to personally performed (non-supervisory) work, must be in each supervisory PD. Enclosure (2) is the recommended format to ensure both personally performed work and supervisory responsibilities are properly credited.

1. SCOPE AND EFFECT. This element assesses:

- \* The position's delegated responsibilities, whether administrative, functional, or program, including the organizational and geographic scope of such responsibilities; and

- \* The impact of the work both within and outside the immediate organizations.

2. ACCOUNTABILITY AND IMPORTANCE. Who does the incumbent report to? What level?

3. AUTHORITY AND RESPONSIBILITY. Covers the delegated supervisory and managerial authorities and responsibilities which are exercised on a regular and recurring basis. Such as:

- \* Plan and/or schedule work,
- \* Evaluation of work,
- \* Advice given,
- \* Interview candidates,
- \* Hear and resolve complaints,
- \* Effect disciplinary measures,
- \* Recommend promotions, etc.

4. NATURE AND PURPOSE OF CONTACTS

A. Types of persons, the setting, and the difficulty of making contacts associated with supervisory and managerial work.

B. The nature of advisory, representational, decision making, and negotiating responsibilities inherent in official contacts.

ENCLOSURE (3)

5. DIFFICULTY AND COMPLEXITY OF BASE WORK DIRECTED. What is the grade level of work supervised?

6. CONDITIONS WHICH ADD TO THE DIFFICULTY OF SUPERVISION. This element measures the extent that various conditions, each of which may or may not pertain to a specific position, add to the difficulty of carrying out supervisory duties, authorities, and responsibilities. These conditions include:

- \* Shift operations,
- \* Physical dispersion,
- \* Rapid employee turnover,
- \* Variety of work directed,
- \* Labor relations and bargaining issues,
- \* Constantly changing work processes and technology,
- \* Extent of internal coordination required, and
- \* Aspects of managerial decision making.

ENCLOSURE (3)

INSTRUCTIONS FOR PREPARING JOB DESCRIPTIONS  
OF NON-SUPERVISORY WAGE GRADE POSITIONS

SECTION 1: JOB SUMMARY

A brief summary statement to give an over-all picture of the scope of work performed, the principal work methods used, the purpose of the work (if not obvious), and the organizational location. The job summary will be usually one or two sentences long. It should clearly "mark off" the job from any allied job.

SECTION 2: TYPICAL WORK PERFORMED

A brief description of the major tasks which are typical of the job, as found in the activity. The work performed should build up the picture of the job, and make clear for each major task what the employees do, how they do it, and why the work is done. Although complete, the work performed section of the PD should be concise. It will rarely need to be longer than 300 words. If feasible, indicate the approximate percentage of time that will be spent on each duty, on the average.

Describe the duties in some logical order. For most jobs the simplest is the order in which the duties are commonly performed in the work. For some jobs, the duties may be more easily presented in the order of how much time each requires, or in the order of how important each is in terms of skill, responsibility, difficulty, etc. In any event, be clear, concise, and coherent. Describe only those duties which will be a part of the job as found in the activity. Exclude assignments made on a temporary or emergency basis outside the normal scope of the job being described. Use the term "occasionally" to precede any duty which is logically a part of the job but which is performed on the average less than 5 percent of the time.

SECTION 3: FACTOR STATEMENTS

The "Typical Work Performed" section does not always give clear information concerning such factors as underlying knowledge and skills, responsibilities, physical demands, work conditions, etc. Since determining proper pay level depends on comparisons among jobs with regard to such factors, information on these factors is of primary importance. Consider the following representative questions when writing this section of the description:

a. Knowledge and Skill. Does worker: read blueprints? specifications? sketches? use arithmetic? geometry? other practical mathematics? other background subjects? lay out work? make templates? make jigs or fixtures? work on a variety of materials? set up machine or equipment? operate single machine or equipment? various standard machines? specialized machines? follow standards

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procedures? perform simple operations? unusual or difficult operations? choose from a variety of work methods? solve work problems by own methods? know principles and methods of a major field of work, or trade? use measuring devices? precision instruments? work to close tolerances? apply unusual manual skills?

b. Responsibility. What supervising or instructions does employee receive? Who inspects work? What directions or supervision does employee give? To whom? How many? Are written guides available? How likely are loss or damage to materials, tools, and equipment, or injury to fellow workers? What is extent of possible loss, damage, or injury? Would work of others be interrupted or delayed?

c. Physical Demands. What are the heaviest weights handled? What are average weights handled most of the time? How far are average "carries"? Are hoists, dollies, hand trucks, cranes, etc., available? Do other workers assist? Is work pace rapid for long periods of time? Is heavy exertion required continuously? at frequent intervals? infrequently? Does work require constant sitting? kneeling, crouching, stooping, climbing ladders? strained or awkward work positions? holding vibrating tools? other unusual physical activities? Does work require close attention of eyes? color vision? analysis by "ear"?

d. Working Conditions. What proportion of work is outdoors? Is work outdoors in all weather conditions required? What uncomfortable conditions exist - temperature extremes, smoke, dust, dirt, noise, vibrations, poor illumination, poor ventilation, unpleasant odors, dampness, etc.? How often exposed to such discomforts? For how long? To what kinds of unusual working conditions is the worker exposed?

#### SECTION 4: EXPLANATORY STATEMENTS

This section covers points which help distinguish the job from other related jobs in terms of duties and responsibilities, materials worked on, work location and working conditions, and the like. In addition, this section may include, where appropriate, explanation of technical terms, "uncommon" tools and equipment, and similar items.

ENCLOSURE (4)

INSTRUCTIONS FOR PREPARING DESCRIPTIONS  
OF SUPERVISORY WAGE GRADE POSITIONS

1. DESCRIPTION OF DUTIES

a. Job Summary. A brief description of the organizational location of the position and the primary purpose of the position.

b. Description of Work Performed. A description of personally performed (non-supervisory) work.

2. EVALUATION FACTORS

FACTOR I: NATURE OF SUPERVISORY RESPONSIBILITY. Concerns the nature of the supervisory duties performed, and the type and degree of responsibility for control over work supervised:

- \* Scheduling work operations,
- \* Planning use of resources (i.e. subordinate workers, equipment, facilities, materials, and tools) to accomplish scheduled work,
- \* Directing subordinates in performing work assignments, and
- \* Carrying out administrative duties.

FACTOR II: LEVEL OF WORK SUPERVISED. Concerns the level and complexity of the work operations supervised, and their effect on the difficulty and responsibility of the supervisor's job:

\* Identify the occupation (or various occupations) directly involved in accomplishing the work assignments and projects which reflect the main purpose or mission of the work operation for which the supervisor is accountable.

\* Indicate the grade levels of non-supervisory work accomplished by subordinates who, under normal job controls, perform the work of one or more of the occupations identified above.

FACTOR III: SCOPE OR WORK OPERATIONS SUPERVISED. The following are examples of areas of consideration:

A. Scope of Assigned Work Function and Organizations. The purpose of the establishment of the job in the organization, the extent and nature of the job's authority in relation to the organizational assignment, and the importance of the position's decisions.

B. Variety of Functions. Type of products and services and variety of occupations and levels of complexity required.

C. Geographic Dispersion. Where are subordinates located.

ENCLOSURE (5)



